



**Public Health Accreditation Board (PHAB)  
Accreditation Leadership Team Meeting Agenda**

**Meeting Arrangements**

Date: Thursday, June 26, 2014

Scheduled Time: 10:00 – 11:30 AM

Meeting Location: The RSA Tower, 9<sup>th</sup> Floor Training Room  
Montgomery, AL

Minutes of Last Meeting Refer to Handout #2 – Draft Meeting Minutes of May 22, 2014

**Welcome and Review of Agenda – Carol Heier**

- New Member – Nancy Wright, Domain 9 Lead
- Additional Assignment – Stacey Adams, Domain 5 Lead

Documents

- Handout #1 - Meeting Agenda
- Handout #2 – Accreditation Leadership Team Roster, Updated 6-6-14

**Agenda Item 1: Approval of the Minutes from Last Meeting – Carol Heier**

Review/Approval of Minutes of May 22, 2014 Meeting

- Draft distributed by email on June 24, 2014 and posted in the PHAB Documents section of the Employee Documentation Application (EDA)
- Approval

Documents

- Handout #3: Draft Meeting Minutes of May 22, 2014

**Agenda Item 2: Old Business – Carol Heier**

Accreditation Leadership Team Charter/Roles and Responsibilities

- Newly Accredited State Health Departments – Minnesota, Florida, and Vermont
- Update on Self-Assessment – to be finalized June 30, 2014
- Posting of Work Plans, Agendas, Sign-In Sheets, Handouts, and Minutes
- Conference room accounts in Notes have access to the Employee Documentation Application (EDA)
- List of Documentation Example Numbers

Documents

- Handout #4 – Documentation Example Number (Categories) Used in the Document Management System (DMS)

### **Agenda Item 3: Old Business – Debra Thrash**

#### Updated and Pointers from the Document Review Panel

- Update on Activities
- Lessons Learned and Tips for Success

#### Documents

- Handout #5 – Document Review Panel Updates
- Handout #6 – PHAB Flyer - Do's & Don'ts for Preparing Documentation

### **Agenda Item 4: Old Business – Carol Heier**

#### Workgroup/Panel Member Updates

- Distribution of Updated Workgroup Roster
- Domain Workgroup Updates - Domain Leads
- Accreditation Champions – Carol Heier

#### Documents

- Handout #7 – Accreditation Workgroup Roster – Updated 6-23-14

### **Agenda Item 5: Next Meeting**

Date and Time: Thursday, July 24, 2014, 10:00 AM – 11:30 AM

Meeting Location: The RSA Tower, 9<sup>th</sup> Floor, Training Room 980

#### Proposed Agenda Items:

- Update on ADPH Accreditation Process
- Final Report on Initial Self-Assessment
- Accreditation Leadership Team Reports